

**STATEMENT OF WORK**  
**Financial Advisor Contractor (GS-14 equivalent)**  
Mission Support Section  
Division of Civilian Response Operations  
Office of the Coordinator for Reconstruction and Stabilization (S/CRS)  
US Department of State

**Introduction**

This position is located in the Mission Support Section, Division of Civilian Response Operations (CRO), Office of the Coordinator for Reconstruction and Stabilization (S/CRS), Department of State (DOS). The incumbent serves as the expert financial advisor to the Mission Support Director and other high level leadership within the Civilian Response Operations Office on significant financial issues and policies that directly impact CRO programs and long-term initiatives. The incumbent serves as the senior source of advice, counsel, and support in all areas of financial operations for the Office.

This position is under the general direction of the Director of Mission Support.

**Major Duties and Responsibilities**

Participates in high level management planning and policy and decision-making meetings and long-range program planning strategies involving major financial program considerations. Incumbent determines the significance of management decisions on financial plans and other financial matters.

Directs the development of financial policy guidance and standards that provide support for the mission of the Home Office and the Civilian Response Corps (CRC).

Advises the Mission Support Director on the most cost effective and fiscally responsible approaches and solutions to budgetary problems.

Participates in broad and strategic planning within S/CRS related to the development, improvement, and evaluation of office-wide budget and financial management programs.

Directs the preparation and delivery of financial reporting for the Director of CRO, Ambassador, legislators, and other regulatory entities.

Provides financial oversight and administration services to the Office. Oversees the monitoring of the financial well-being of the Office.

Advises CRC program directors on financial aspects of managing their program resources to maintain a balance between requirements and available resources necessary to minimize costs and maximize efficiency.

Maintains awareness of new, proposed or revised budget issues; and effectively and efficiently implements changes.

Reviews programs from a wide range of perspectives to include resource adequacy and propriety; tracking and evaluation of program status; and use of performance metrics to identify potential financial management problem areas/trends.

Provides authoritative advice and recommendations on all aspects of financial management including consequences of proposed financial regulatory changes, and internal resources management.

Serves as the office financial expert and as troubleshooter on confidential or sensitive assignments that require a high degree of tact, diplomacy, and expertise.

Coordinates with S/CRS on priorities for the budget, including the development of the annual budget and the development of long-term financial strategies.

Regularly attends formal and informal management planning, policy and decision-making sessions concerning matters that involve significantly important financial considerations in response to requests for financial data and authoritative advice.

Works with others to represent the Office with external groups including legislators.

Coordinates responses to congressionally mandated reports and other items articulated in appropriations language, committee reports, and hearings.

Develops, implements and recommends policies for the financial programs of the Home Office of the Civilian Response Corps. Provides authoritative advice on financial implications involved in proposed and pending legislative and managerial actions.

Represents the office in dealing and negotiating with counterparts in OMB, Congress, etc., and develops and maintains effective relationship with these groups.

Advises on and conducts the preparation of budget submissions, supporting documents and presentation to each of these echelons. Provides significant input to presentations for hearings and testimony before Congressional staff including House and Senate Appropriations Committees.

Plays a major pivotal role in negotiations of the Office's budget and the communications with all appropriate individuals and entities.

### **Key Qualifications**

- Knowledge of budgetary and financial regulations and procedures of U.S. Department of State

- In-depth knowledge of State Department financial accounting system and controls for obligating, expending, and accounting of funds.
- Ability to obtain a secret level security clearance.

### **Supervisory Controls**

The supervisor sets overall objectives for work and informs the employee of resources available. The supervisor and employee in consultation discuss the work to be done, the project scope, and the deadlines for completion. Incumbent is responsible for independently planning, scheduling, and executing assignments and resolving most difficult and unique problems, referring to the supervisor only in the most unusual cases that may have serious implications. Completed work is reviewed by the supervisor for compatibility with the Division of Civilian Response Operations goals, guidelines, and effectiveness in achieving intended objectives.

### **Work Conditions**

Work is primarily sedentary, performed in a typical office setting.

### **Special Requirements**

The position requires a secret level security clearance.

### **Period of Performance**

The Financial Management Specialist will serve at S/CRS/CRO for a 12 month period, from o/a November 1, 2008 through October 31, 2009. The period of performance may be extended.

### **How to Apply**

Please e-mail your resume and cover letter to Tom Bell ([bellta@pro-telligent.com](mailto:bellta@pro-telligent.com)) by November 15, 2008 with "S/CRS CRO Financial Advisor" in the subject line. Finalists will be contacted.

